

Department of Public Health and Human Services Fuel Conservation Plan

In an effort to reduce fuel consumption as set forth in Senate Bill 449 Section 3 (2-17-417, MCA), the Department of Public Health and Human Services (DPHHS) has adopted strategies recommended by the Department of Transportation (MDT) to help meet the objectives to reduce energy costs, improve fuel efficiencies and conserve energy. DPHHS strategies are as follows:

DPHHS responsibility for Motor Pool Vehicle Usage

All trip tickets for Motor Pool vehicles should be reviewed and approved by authorized personnel. The approving personnel will be responsible for:

- Ensuring use of the state vehicle is warranted.
- Ensuring the appropriate vehicle(s) has been requested to accomplish the travel (e.g., passenger car, pickup, or van)
- Ensuring that other means besides travel cannot be effectively used to accomplish the work, such as teleconferencing, MetNet, or other electronic information technologies.
- Ensuring that carpooling was considered, if applicable, before individual assignment was approved.

Vehicle user/operator guidelines

Employees traveling for business will be responsible for:

- Observing the posted speed limit.
- Decreasing unnecessary miles while in travel status.
- Carpooling with fellow employees when feasible.
- Using the appropriate vehicles for the trip (e.g., passenger car, pickup or van).
- Using internet-based applications, teleconferencing, MetNet, etc., if possible and appropriate.

Agency Guidelines

DPHHS divisions will:

- Review assignments of vehicles to individuals or programs and make the appropriate adjustments as needed.
- Review types of vehicles currently used and determine if appropriate for the planned use.
- Review current purpose and authorizations granted to individuals to take state vehicles home.

Motor Pool Assistance to Agencies

To accomplish these objectives, DPHHS will receive assistance from the MDT Motor Pool, which will perform the following services:

- Provide agencies with a weekly report of completed reservations for their agency. The report will give agencies a tool to review the travel behaviors of their employees.
- Send agencies Motor Pool trip tickets that have been altered or changed from the original request for agency review.
- Send a quarterly report of total usage for each agency to the appropriate agency contact.
- In an effort to reduce reliance on fossil fuel, the Motor Pool will be participating in educating the users of the Motor Pool regarding ethanol fuel. The Motor Pool will have ethanol fuel pamphlets and information guides available to give to the users. This information will be available at the Motor Pool dispatch desk. The Motor Pool will also provide users a reference list of fuel stations that currently sell ethanol fuel.

New Employee Orientation

The DPHHS New Employee Orientation sessions will provide training for new employees on the state's vehicle fleet energy conservation plan including:

- When the use of a state vehicle is warranted.
- Observing the posted speed limit.
- Decreasing unnecessary miles while in travel status.
- Carpooling with fellow employees when feasible.
- Using the appropriate vehicles for the trip (e.g., passenger car, pickup or van).
- Using internet-based applications, teleconferencing, MetNet, etc., whenever possible and appropriate.

Overflow Contract

The Motor Pool provides an overflow contract that can be used to rent vehicles if additional vehicles are needed to conduct business for employees that carpool or if the Pilot Motor Pool cars are unavailable at those test sites. It will be the responsibility of the user to make arrangements for that vehicle with one of the vendors from the contract. The overflow contract and information regarding use of the contract can be found at the following web address - **http://www.discoveringmontana.com/doa/gsd/procurement/TermContracts/SPB03-683D_1.pdf**

New Vehicle Purchase

It is DPHHS policy that new vehicles purchased by DPHHS on or after January 1, 2008 will meet or exceed the CAFE standard as required by 2-17-416, MCA. The DPHHS Purchasing Officer is the designated officer for compliance with this requirement.

Summary

DPHHS will use the following strategies to reduce fuel consumption:

- Review vehicle usage and need.
- Review policy for allowing employees to take vehicle home.
- Reduce idle time in all vehicles (e.g., Heavy Equipment).
- Run vehicles in their optimum range for operation.
- Review assignments of vehicles to individuals and change or eliminate when possible.
- Review current types of vehicles used and determine appropriateness for the purpose(s).
- Carpool whenever possible.
- Use internet-based applications, teleconference and MetNet when available and appropriate.
- Support the efforts of the state Motor Pool to encourage use of ethanol fuels and provide information to educate users.
- Provide new employees training on fuel and energy conservation at New Employee Orientation.

Fuel Conservation Plan adopted by DPHHS, effective January 1, 2008, under 2-17-417, MCA and amended January 14, 2008

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